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USIB-D-2.1/3 (Rev.)  
17 March 1959  
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UNITED STATES INTELLIGENCE BOARD

MEMORANDUM FOR THE WHITE HOUSE COMMUNICATION CENTER

SUBJECT: Use of the White House Security Switchboard (WHSS)  
by the United States Intelligence Board (USIB)

1. The purpose of this memorandum is to outline the expected use by the United States Intelligence Board of this service which became available in December 1958, and to advise you of the intelligence personnel who are authorized to use the security switchboard.

2. The Intelligence Board anticipates the use of this facility by the Intelligence Board members, their alternates or their duty officers for bilateral or conference calls, particularly in the event of an emergency. The names and telephone numbers of authorized senior intelligence personnel are included in Annex A.\* The departments and agencies will immediately notify the WHSS and the USIB Secretariat of any changes, and Annex A will be revised periodically by the USIB Secretariat as necessary.

3. All intelligence personnel authorized to use the WHSS have been advised that this system has not been approved for the transmission of classified information in the clear.

4. It is the responsibility of USIB principals individually to take appropriate actions to ensure that the Signal Corps operators can locate them or their alternates at all times. However, certain guidelines can be presented in advance.

a. During normal office hours, the office of the USIB principal will route incoming WHSS calls to the Intelligence Board member or his alternates as appropriate. The WHSS can use the phone numbers listed in Annex A or other means at its disposal.

\*Annex A is presently being revised and is not attached.

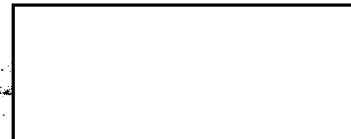
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✓ b. Outside normal working hours, the WHSS operator should follow the suggested procedures of the respective departments and agencies outlined in Annex A. All Intelligence Board members except the FBI representative have White Phones and are on the N CRASH circuit. In the event that a USIB principal does not answer, the WHSS should either call his alternate immediately or contact his duty officer for guidance as indicated.

5. For some contingent uses by the Intelligence Board, particularly early warning situations, the time factor may be critical. It is therefore important that the time required for arranging Intelligence Board conferences be reduced to an absolute minimum. Consequently, we trust that standing procedures for handling Intelligence Board calls or conference calls will be developed by WHSS personnel in the light of these special Board requirements in crisis situations. If we can be of further assistance to you in clarifying Board requirements or developing appropriate procedures please contact the Intelligence Board Secretariat (Code 163, Extension 3402).

FOR THE UNITED STATES INTELLIGENCE BOARD:



Executive Secretary

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22 November 1961

**MEMORANDUM FOR LT. COLONEL FARNHAM**

**SUBJECT: Summary of Information re White House Signal Switchboard**

1. Attached, in response to your telephone request of 22 November, is a summary of information about the White House Signal Switchboard (formally the White House Security Switchboard). We wish to note for your further information that the service provided by this Switchboard to the Chairman and members of the Intelligence Board is distinct from that which may be available to USIB principals through the normal White House switchboard (NAtional 8-1414).

2. USIB subscribers on the Signal Switchboard are billed by the telephone company at their business offices, in care of their official office designations.

3. We are preparing for circulation to USIB at an early date, revised versions of existing USIB papers regarding the Switchboard, reflecting its new name and incorporating data as up-dated in the attachment to this note.

Attachment

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**USIB Secretariat**

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